



## Unit Supervisor

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### Details

**Job ID :** 370

**Title :** Unit Supervisor

**Job Code :** 1207

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** YES

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### Job Departments

- Juvenile Services

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### Purpose

RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES RELATED TO THE MANAGEMENT OF ALL ACTIVITIES IN THE STATEWIDE COURT DESIGNATED WORKER PROGRAM, THE LAW RELATED EDUCATION PROGRAM AND THE JUVENILE DRUG COURT PROGRAM.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 5 Years of Related Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- DAY TO DAY SUPERVISION AND ADMINISTRATION OF ALL ACTIVITIES RELATING TO THE MANAGEMENT OF THE DIVISION
- INTERPRET DEPARTMENTAL POLICIES AND PROCEDURES TO DEPARTMENTAL PERSONNEL
- DEVELOP AND IMPLEMENT DIVISION POLICIES AND PROCEDURES STATEWIDE
- ESTABLISH OR ADJUST WORK PROCEDURES TO MEET THE DIVISION'S MISSION
- PRODUCES DIVISION REPORTS AND DOCUMENTS
- SERVES ON VARIOUS COMMITTEES AND MAKES CONTACT WITH COURT OFFICIALS, STATE AGENCIES AND FIELD REPRESENTATIVE CONCERNING DIVISION ACTIVITIES
- OTHER DUTIES AS ASSIGNED